

MINUTES of a Regular Meeting of the **SOMERSET COUNTY PARK COMMISSION** held February 17, 2022 at 3:30 P.M. at Somerset County Park Commission Headquarters, 355 Milltown Road, Bridgewater, NJ.

The Pledge of Allegiance was led by President Hunsinger.

This is a Regular Meeting of the Somerset County Park Commission, and adequate advance notice of this meeting has been provided by publication in The Courier News on November 26, 2021 and the Star Ledger on November 30, 2021. Pursuant to recently issued emergency regulations promulgated by the Director of the Division of Local Government Services (codified as N.J.A.C. 5:39-1.1 through 1.7) the Somerset County Park Commission is now advising that its specifically aforementioned meetings shall be held remotely and virtually via the Zoom video conferencing platform for Park Commissioners in conjunction with in-person meeting for members of the public. Notice was also posted on the bulletin board at the entrance in the Somerset County Park Commission Headquarters and filed with the Somerset County Clerk, in compliance with the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.

Park Commission Counsel, Eric Bernstein added that considering COVID-19 mandates, this meeting was made open to the public and social distancing measures were in place.

President Hunsinger called the meeting to order.

Roll Call:

PRESENT*

Mark Caliguire
Nancy D'Andrea
Bill Foelsch
Ron Jordan
Helen Haines
DJ Hunsinger
Joe Kempe
Kevin McCallen
Paul Drake
County Commissioner Liaison
Colleen Mahr
County Administrator

ABSENT

Doug Ludwig

Other staff members present were:

Geoffrey Soriano, Secretary-Director
Janine Erickson, Executive Assistant
Dina Trunzo, Admin, Leisure & Comm. Svc

Donna Umgelter, Admin, HR
Doug Vornlocker, Manager, Rangers

*Participated via video conference. In light of the current COVID-19 mandates, Counsel and Senior Management staff were asked to participate in this meeting remotely.

Also in attendance via video conference: Eric Bernstein, Legal Counsel.

OPEN MEETING FOR PUBLIC COMMENT

There were no comments from the public.

SERVICE AWARDS

The following employees earned service awards during the month of February:

~ Deanna Stashek, Golf Operations, Five Years of Service

The presentation of Service Awards has been postponed due to virtual meetings.

APPROVAL OF THE MINUTES

President Hunsinger called for the approval of the minutes of the regular meeting held on January 20, 2022. Moved by Commissioner Foelsch; seconded by Commissioner McCallen. YEAS: Commissioners Caliguire, D'Andrea, Haines, Jordan, Kempe, McCallen, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSENT: Commissioner Ludwig.

APPROVAL OF BILLS FOR PAYMENT

The following resolutions were moved by Commissioner Jordan; seconded by Commissioner D'Andrea. YEAS: Commissioners Caliguire, D'Andrea, Haines, Jordan, Kempe, McCallen, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSENT: Commissioner Ludwig.

Resolution R22-035 – Transfer of Emergency Temporary Appropriations

Resolution adopts emergency Temporary Budget appropriations.

Resolution R22-036 – Payment of Claims

Resolution authorizes payment of claims in the amount of \$1,897,933.62 comprised of Claims in the amount of \$1,468,943.10, Other Expenses in the amount of \$85,149.08, and Salaries and Wages in the amount of \$343,841.44 for the period of January 15, 2022 through February 11, 2022.

Resolution R22-037 – Payment of Confirming Orders

Resolution authorizes the payment of confirming orders totaling \$23,153.61.

Resolution R22-038 – Authorizing Refund of Recreation Fees

Resolution authorizes refund of recreation fees.

Resolution R22-039 – Authorizing Additional Funding for Previously Awarded Contracts (Administration)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R22-040 – Authorizing Additional Funding for Previously Awarded Contracts (Park Operations)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R22-041 – Authorizing Additional Funding for Previously Awarded Contracts (Leisure Services)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R22-042 – Authorizing Additional Funding for Previously Awarded Contracts (Golf)

Resolution authorizes additional funds for previously awarded contracts.

Resolution R22-043 – Authorizing Additional Funding for Previously Awarded Contracts (Pending Requisition)

Resolution authorizes additional funds for previously awarded contracts pending a budget allocation or cancelation of previously encumbered funds.

Resolution R22-044 – Amending and Cancelling Certification of Funds for Previously Awarded Contracts

Resolution cancels and amends certification of funds for previously awarded contracts.

DIRECTOR’S REPORT

Director Soriano submitted a report for the month of February 2022.

Director Soriano provided an overview of a meadow plan to be implemented at Natirar Park.

COMMISSION CORRESPONDENCE

1. Letter received from John E. McAuliffe, III, Captain of the Quail Brook Senior Golf League, praising the Darrell Marcinek, John Marshall and the Quail Brook Maintenance staff for their management of the golf course offering some business suggestions.
2. Email from David Nummey, Jr. from CACI requesting an extension to their permit to conduct radio testing at Ross Farm. *The Commissioners concluded that they would agree to extend the permit for the remainder of the year. Further requests might warrant a permit fee.*

CONSENT AGENDA

RESOLUTIONS

The following resolutions were moved by Commissioner McCallen; seconded by Commissioner Kempe. YEAS: Commissioners Caliguire, D’Andrea, Haines, Jordan, Kempe, McCallen, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSENT: Commissioner Ludwig.

Resolution R22-045 – Authorizing Park Commission Manager of Park Rangers and Property Management to be Appointed a Special District Forest Firewarden

Resolution appoints Ranger Manager, Doug Vornlocker as Special District Forest Firewarden.

Resolution R22-046 – Authorizing use of County Contract for Purchase of Golf Course and Park Maintenance Materials

Resolution authorizes purchases from Viersma Sales and Service, LLC in an amount not to exceed \$6,865.00.

Resolution R22-047 – Authorizing Sale of Surplus Personal Property

Resolution authorizes sale of surplus personal property.

Resolution R22-048 – Authorizing use of County Contract for Purchase of Parts, Repairs for Commercial Lawn, Park and Golf Course Equipment

Resolution authorizes purchases from Cherry Valley Tractor Sales, Finch Turf Inc., and Lawn and Golf Supply Company with costs not to exceed \$32,000.00.

Resolution R22-049 – Authorizing use of Educational Services Commission Contract for Purchase of Grounds Equipment

Resolution authorizes purchase for Cherry Valley Tractor Sales for a Red Max Reciprocator for a cost not to exceed \$591.96.

Resolution R22-050 – Awarding Contract for Entertainment Consulting Services for 2022 Summer Concerts at Duke Island Park

Resolution awards contract to LaGuardia Entertainment & Productions in an amount not to exceed \$27,900.00.

Resolution R22-051 – Awarding Contract for Sound Production for 2022 Sumer Concerts at Duke Island Park

Resolution awards contract to LaGuardia Entertainment & Productions in an amount not to exceed \$12,000.00.

COMMITTEE REPORTS

FINANCE

Commissioner Caliguire, Chair of the Committee, submitted a report for the month of February 2022.

Director Soriano reported that the Budget and Finance Committee met to discuss the 2022 budget and intended salary adjustments. The committee looked favorably upon the proposed budget.

HUMAN RESOURCES

Commissioner Jordan, Chair of the Committee, submitted a report for the month of February 2022.

Director Soriano stated that the Human Resource Committee met yesterday to review the proposed employee compensation plan that he along with the Human Resources Administrator, Park Commission Treasurer, and Human Resources Consultant have been formulating over the past year. Director Soriano stressed the importance of the implementation of the plan to retain staff, and through a revision of salary ranges, entice new hires to the Park Commission.

LEISURE SERVICES

Commissioner Foelsch, Chair of the Committee, submitted a report for the month of February 2022.

Dina Trunzo, Administrator Leisure and Community Services is anticipating completion of repairs necessitated by the flooding from Hurricane Ida to the Therapeutic Recreation wing at Park Commission Headquarters by March 1st.

GOLF MANAGEMENT

Commissioner McCallen, Chair of the Committee, submitted a report for the month of February 2022.

Ken Fivek, Golf Operations Manager stated that the Presidents Weekend Gift Card Sale, which will run from February 16th through February 21st, has already grossed \$1.228 million in sales. Ken anticipates a record-breaking gift card event.

INFORMATION MANAGEMENT

Commissioner Kempe, Chair of the Committee, submitted a report for the month of February 2022.

Director Soriano reported that Information Management staff met with representatives from website company, Granicus who are currently working on the County's website to discuss their assistance with creating a new Park Commission website. The current Park Commission website is cumbersome and difficult to navigate or update.

VISITOR SERVICES

Commissioner Kempe, Chair of the Committee, submitted a report for the month of February 2022.

PROPERTY MANAGEMENT

Commissioner Haines, Chair of the Committee, submitted a report for the month of February 2022.

PLANNING AND LAND ACQUISITION

Commissioner Haines, Chair of the Committee, submitted a report for February 2022.

CAPITAL FACILITIES – CONSTRUCTION and ENGINEERING

Commissioner McCallen, Chair of the Committee, submitted a report for February 2022.

PARK MAINTENANCE & HORTICULTURE

Commissioner Foelsch, Chair of the Committee, submitted a report for February 2022.

Director Soriano intends to meet with the Capital Projects Committee to discuss needed reprioritization of proposed capital projects. Director Soriano explained that the Park Commission typically receives \$2 million in regular capital funding and \$4 million in open space capital funding from the County.

AUDIT COMMITTEE

There was no audit report.

COUNTY COMMISSIONER REPORT

County Commissioner Drake commended staff for all their great work in keeping park facilities and golf courses in top shape. Commissioner Drake enjoyed being a part of the meadow plan at Natirar discussion and hopes that it will serve as a template for use at other park locations.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Commissioner D'Andrea inquired about the availability of Pickleball courts at Park Commission parks. It was explained to Commissioner D'Andrea that the Park Commission currently has four of eight tennis courts at Colonial Park stripped for Pickleball and the commission intends to bid to have the remaining four tennis courts stripped. Pickleball cannot be added at the Green Knoll Tennis Courts due to a prior relationship with the USTA.

Commissioner D'Andrea inquired about receiving a copy of the Lord Stirling Advisory Group's (LSAG) recommendation for Lord Stirling Stable. Director Soriano clarified that a formal report has not been created but rather a Power Point presentation was given to certain County representatives to figure out if the LSAG was headed in the right direction and seek estimates for capital projects. Director Soriano stated that the first iteration of a formal report will be shared with those in attendance for the Power Point presentation and that once the report is finalized, it will be shared with the Commission.

The topic of re-establishing in-person Park Commission meetings was discussed and will be reassessed at the March Park Commission meeting.

Seeing no further business, a motion to adjourn the meeting at 4:31 P.M. was moved by: Commissioner McCallen; seconded by: Commissioner D'Andrea. YEAS: Commissioners Caliguire, D'Andrea, Haines, Jordan, Kempe, McCallen, Vice President Foelsch, and President Hunsinger. NAYES: None. ABSENT: Commissioner Ludwig.

Respectfully submitted,

Geoffrey D. Soriano
Secretary-Director

Janine Erickson
Executive Assistant